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Approved For Release 2004/06/14 : CIA-RDP81M00980R000100080022-9

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FY 1979 DCI Area EEO Plan

OLC #78-2234

FROM:

EXTENSION

NO.

[Redacted]

DCI Area EEO Officer

[Redacted]

DATE

6 June 1978

TO: (Officer designation, room number, and building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

[Redacted]

EEO Officer

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EEO

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5 June 1978

OLC #78-2234

MEMORANDUM FOR: See Distribution

INFO : Individual Office EEO Officers

FROM :
DCI Area EEO Officer

SUBJECT : FY 1979 DCI Area EEO Plan

1. We are in the process of compiling the FY 1979 DCI Area EEO Plan. This Plan covers several areas and input from the various DCI Area Offices is necessary for its completion.

2. Please advise us of the persons in your office who work on EEO matters, what specific EEO function they perform, and, approximately what percentage of their time is devoted to this EEO task.

3. We are asked to report on the accomplishments of our goals contained in the FY 1978 EEO Plan for the DCI Area. In this area, we have goals of achieving a minimum minority professional staffing level of 10% of authorized professional strength and a minimum female professional staffing level of 10% of authorized professional strength in each office of the DCI Area. The target date for achievement of these goals is 30 June 1979. Please advise your current minority professional and female professional staffing levels and if these are less than 10% of your authorized professional strength, please include a statement explaining the steps your office is taking to ensure that this goal is achieved by the 30 June 1979 target date.

4. We also had a goal of studying the possibilities and feasibility of establishing a more structured upward mobility program in some of the DCI Area Offices. The target date for

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this goal was 1 April 1978, however, it now appears that this date did not allow sufficient time to do justice to this study. We have extended the target date of this item and included it again on the proposed FY 1979 DCI Area EEO Plan. Your thoughts as to the possibilities of exploring some sort of structured upward mobility program within your office would be appreciated.

5. Attached is the proposed FY 1979 EEO Plan for the DCI Area. Please review this proposed Plan and offer comments or suggested changes as appropriate.

6. We are working with a short deadline for our submission, therefore, I would appreciate receiving your response on the above items no later than Wednesday, 14 June 1978.



STAT

Attachment: As Stated

Distribution:

Assistant to the DCI for
Public Affairs
General Counsel
Acting Legislative Counsel
Inspector General
Comptroller

FY 1979 EEO Plan

<u>Objective</u>	<u>Actions</u>	<u>Responsible Office</u>	<u>Target Date</u>
Achieve a minimum minority professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head	30 June 1979
Achieve a minimum female professional employment staffing level of 10% of authorized professional strength in each office of the DCI Area.	Internal transfer and external recruitment as necessary.	Each Independent Office Head	30 June 1979
Study the possibilities and feasibility of establishing a more structured upward mobility program in selected offices of the DCI Area.	<ol style="list-style-type: none"> 1. Attempt to identify certain positions which could be utilized to provide expanded career opportunities and enriched work experiences for qualified clerical employees of the DCI Area. 2. Establish the requirements for selection for assignment to these positions. 	Each Independent Office Head and AO/DCI	31 December 1979
Ensure that all DCI Area Employees are aware of the role, identity and location of all DCI Area EEO Counselors.	Publish a DCI Area Employee Notice listing all DCI Area EEO Counselors and their locations and reissue a notice periodically, especially when a change occurs.	DCI Area EEO Officer	1 October 1978